# Master Supply Agreement for Staffing Services Request for Services Template

CM ref:

## Details

| Item | Details |
| --- | --- |
| Date | [Drafting note: Insert date] |
| State Purchasing Entity | [Drafting note: insert name of the State Purchasing Entity] of [Drafting note: insert physical address] |

| State Purchasing Entity contact details: | Details |
| --- | --- |
| Name | [Drafting note: Insert name] |
| Position | [Drafting note: Insert position] |
| Phone | [Drafting note: Insert phone] |
| Email | [Drafting note: Insert email] |
| Address | [Drafting note: Insert address] |
| Services | Refer to Schedule |

## Introduction

1. This Request for Services is issued by the State Purchasing Entity pursuant to the Agreement for the Provision of Staffing Services between the State of Victoria, through the Department of Treasury and Finance (the **State**) and the Supplier dated [Drafting note: insert date] (**Agreement**).
2. Clause 6 of the Agreement and the Supplementary Terms specify how the Supplier must respond to this Request for Services.

## Interpretation

Unless otherwise stated, terms used in this Request for Services have the same meaning as ascribed to them in the Agreement.

## Requesting Staffing Services

1. The State Purchasing Entity requires the Services described in the Schedule.
2. The Supplier is requested to provide to the State Purchasing Entity, by [Drafting note: insert date], a Quote in relation to the Services which are the subject of this Request for Services, specifying:
3. details of suitable candidates for the relevant Services and how they meet the key selection criteria outlined in the Schedule;
4. confirmation that the Supplier has requested the prospective candidates complete and submit a conflict of interest declaration substantially in the form as specified in Attachment F to the Agreement, or such other form as otherwise notified to the Supplier from time to time by the State or the State Purchasing Entity (**Conflict of Interest Declaration**). The Supplier must submit the completed Conflict of Interest Declarationto the State Purchasing Entity as part of the Quote;
5. for each proposed Labour Hire Worker, the date and outcome of the last security and/or probity check conducted in respect of that Labour Hire Worker;
6. where suitable candidates are not immediately available, details of the process by which suitable candidates will be identified (including details of how the Supplier will advertise for relevant candidates, the criteria by which potential candidates will be assessed, the method by which interviews of potential candidates will be conducted and the estimated timing for identifying suitable candidates); and
7. the total amount payable by the State Purchasing Entity for the provision of the required Services and a breakdown of the Fees comprising that amount.

The Supplier should note that it may not invoice the State Purchasing Entity for, and the State Purchasing Entity will not be required to pay for, any Fees (including Staff Costs) unless they are specified in the Quote.

## Acceptance of Quote

If the State Purchasing Entity accepts the Quote provided by the Supplier in response to this Request for Services, the State Purchasing Entity will issue an Engagement Form and a Purchase Order in relation to the required Services under clause 6 of the Agreement.

The State Purchasing Entity is not obliged to accept any Quotes for the Services and no Purchase Order Contract will be formed between the State Purchasing Entity and the Supplier unless and until the State Purchasing Entity issues a Purchase Order to the Supplier.

| **Authorised Representative of State Purchasing Entity** | **Details** |
| --- | --- |
| **Signed:** | [Drafting note: Insert signature] |
| **Name:** | [Drafting note: Insert name] |
| **Position:** | [Drafting note: Insert position] |
| **Phone:** | [Drafting note: Insert phone] |
| **Email:** | [Drafting note: Insert email] |

## Schedule

##### [Drafting note: Detail the Staffing Services required by the State Purchasing Entity, together with any applicable deadlines or milestones relevant to the performance of the relevant Services

The following is a template schedule and may be amended as required for each Request for Services.]

| **Section A: Hiring Manager** | **Details** |
| --- | --- |
| Name | [Drafting note: Insert name] |
| Position Title | [Drafting note: Insert title] |
| State Purchasing Entity | [Drafting note: Insert State Purchasing Entity] |
| Division | [Drafting note: Insert Division] |
| Group | [Drafting note: Insert Group] |
| Business Unit | [Drafting note: Insert Business Unit] |
| Phone Number | [Drafting note: Insert phone number] |
| Email Address | [Drafting note: Insert email address] |
| Cost Centre | [Drafting note: Insert cost centre] |
| Who will process the timesheet / Supplier invoice? | [Drafting note: Insert purchase order number] |

| **Section B: Request for Services** | **Details** |
| --- | --- |
| ServiceCategory | [Drafting note: Delete as applicable]  Admin / IT / Specialist] |
| Nature of engagement    If Permanent Personnel, is it a Fixed Term Employee or Ongoing Employee? | [Drafting note: Delete as applicable:  Labour Hire Worker / Permanent Personnel / Payroll Services] |
| Position Title | [Drafting note: Insert position title] |
| Position Description Attached? | [Drafting note: Indicate if position description attached] |
| Are formal qualifications mandatory for this role? | [Drafting note: Insert formal qualifications] |
| Key Selection Criteria\* | [Drafting note: Insert key selection criteria] |
| Length of Engagement  days/weeks/months/unknown | [Drafting note: Insert length of engagement] |
| Required Start Date | [Drafting note: Insert start date] |
| If this is an Urgent Request, please advise preferred starting date: | [Drafting note: Insert preferred start date] |
| Location of job role | [Drafting note: Insert location] |
| How many hours per day/week are estimated (i.e. - 7.6 hours per day/38 hours per week)? | [Drafting note: Insert hours per day / week] |
| Confirm daily or hourly rate | [Drafting note: Insert daily of hourly rate] |
| Will overtime be necessary? | [Drafting note: Indicate if overtime will be necessary] |
| Will travel outside the location be required? | [Drafting note: Indicate if travel outside the location is required] |

| **Additional Comments** | **Details** |
| --- | --- |
| Additional comments | [Drafting note: Insert additional comments] |